

LISTING CHECKLIST

It's always a good idea to have a system in place to make sure that you don't miss anything when listing a property. The Patrick McAuley Group of REALTORS have constructed a checklist to ensure that we are not missing any information when it comes to your listing. We have also included a portion for Seller's Homework, this is to gather any extra information you can provide us with to show interested Buyers while making their decision.

SALES REPRESENTATIVE CHECKLIST:

1. Pictures
2. Room Measurements
3. House Cleaning
4. Landscaping
5. Decluttering
6. House Painting (Interior)
7. Home Inspection

SELLERS HOMEWORK CHECKLIST:

1. Prior Years Tax Bills
2. Prior Years Utility Bills
3. Water/Sewer Bills
4. Survey / Plot
5. Copies of any recent Inspections
6. Any Declarations, covenants or Deed Restrictions on the property
7. Age of all major building components with documentation if available (Furnace, roof, foundation etc)
8. Rental equipment & cost
9. List of items being excluded from Sale
10. Set of keys (for the lockbox)